

TAB

The attached memorandum was forwarded to the Chief, Plans and Policy Staff, Office of Training (General) as a guide in preparing the Budget Statement. In it reference is made from time to time to the training provided for employees of other offices who appear on the T/O of the Junior Officer Training Division for blocking purposes only. With the establishment of the Career Development Slots, it is expected that these individuals will be transferred from the T/O of the Junior Officer Training Division in the near future. It is for this reason, as well as the fact that the figures in the Statistics Annex have been brought up to date, that disparities will be noticed.

1 June 1953

ACCOMPLISHMENTS

1. In its various phases the Junior Officer Training Program has supervised the training of 152 Junior Officers. The present disposition of these individuals is as follows:

Permanently assigned	42
On the job training and BIC	17
In process of transfer	4
Returned from OCS	19
On OCS duty away from Agency	40
Resigned (8 women)	15
In training from other offices	15

TOTAL 152

2. Those entering the program in FY 1953 number 65. Their training, tailored to the individual according to his abilities, previous experience, assessment and evaluation, and personal characteristics, has included the Basic Intelligence Course. Thereafter it has comprised on-the-job experience in substantive offices for various periods of time or intensive language and area study which will last up to two years, or special training duty assignments including OCS for the Military component.

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25X1A6a

b. Six Trainees have begun intensive language study, three in Arabic, two in Japanese, one in Russian, and one is preparing for Thai. Junior Officers on special Language training projects include six in (Arabic and area), three at Monterey (Polish), and two at FID (Japanese).

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c. Returned OCS Military personnel receiving additional on-the-job training number 19. Offices cooperating in this training

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d. J.O. Trainees permanently assigned to substantive offices during FY 1953 numbered 25. The Offices receiving these people were

e. Since 1 January 1953 when systematic records were set up there have been:

Files reviewed	183
Personal interviews	183
Actions initiated	60
Requests for provisional clearances	14

3. The development of the Program has been successful in that:

- a. From the point of view of the substantive offices to which trainees have been permanently assigned, the trainees have been found to be:

- i. well-qualified for and productive in the jobs they have undertaken.

- ii. well placed as a result of assessment and orientation they have received.

- iii. desirable as career service employees.

It is to be noted that some of the substantive offices look to the Program as a source of first rate personnel and have expressed decided satisfaction with the trainees they have employed.

- b. From the point of view of the trainees themselves who feel that:

- i. they have profited from the orientation and training they have received before being permanently placed,

- ii. the breadth of background and understanding of the Agency they have received makes more significant the job they finally undertake than would be the case without having had the benefit of this training.

- c. From the point of view of OCS - Military personnel especially in that troop duty has been beneficial in giving them training in the command function, pride in serving their country, a practical knowledge of the place of this nation in International Affairs, and broader understanding of interpersonal relationships.

- d. From the point of view of serving the Agency as a whole in that highly qualified and assessed and evaluated personnel, cleared and trained in at least some phases of intelligence, are available, in some cases, to meet the immediate needs of offices.

4. During the course of the fiscal year 1953, there have been introduced:

- a. In cooperation with Personnel, new procedures for the selection of specially selected candidates for the Program including:

- i. special testing by the assessment and evaluation staff.

- ii. obtaining the concurrence of PDC before initiating action,

- iii. interviewing and testing candidates in central locations in New England, New York, the Middle West and the Far West.

- b. Special procedures for bringing on board, with provisional clearance, draft eligible OCS candidates who have been called up by their local boards.

- c. Indoctrination of recruiters by discussing their nominees with them and reporting decisions on these cases both in Washington and in their home stations.

- d. Careful analysis of the qualities and aptitudes of all J.O. Trainees (including OCS candidates after their EOD) to improve their preparation for career service by:

- i. requiring full assessment by the Assessment and Evaluation Staff,

- ii. requiring specific and exhaustive reports by their training supervisors at BIC, in on-the-job training, and at training institutions (such as F.S.I.)

- iii. personal investigation by and conference with Chief/JOTD, and,

- iv. Maintaining carefully documented files on each individual

e. Careful evaluation and training of Military personnel assigned to the Agency after completion of the OCS courses in the effort to intensify their interest in this work to such a degree that they will request reinstatement, as civilian employees, on the conclusion of their military service.

f. Placement of Trainees in long-range intensive language-and-area programs in Arabic, Japanese and Thai and the readying of others for similar studies in Russian and Serbo-Croatian.

g. Prolongation of on-the-job training periods for Junior Officers in preparation for their career service.

h. Carefully planned specific programs of on-the-job training for individuals who, through the various forms of evaluation (cf d. i, ii, iii, iv) are found to be fitted for such special training.

i. Expansion of the program to include the training of qualified Junior Officers in Administration.

j. Improvement in the System of keeping records which allows for analysis of the Program, making statistical reports, and preparing staff studies, and increasing the efficiency of the over-all operation.

k. Planning, in cooperation with PP/D, programs for the indoctrination and briefing of university Consultant Contacts.

l. Improved procedures for the final placement of Junior Officers in permanent positions.

B. OBJECTIVES

1. The estimated work load of the Junior Officer Training Program will be appreciably increased. This effect will result from the implementation of the University Consultant Contact Program, from the extension of the programs of testing, evaluating, and interviewing in the field, from the extension of the policy to prolong and intensify the programs of training before final placement of the trainee, and from the return of an increasing number of OCS personnel new on troop duty.

While it is anticipated that there will be a net gain of 93 Junior Officers by the end of FY 1954, it is also to be recognized that an appreciable number of OCS candidates will EOD. It is estimated that the total number of individuals to come under the jurisdiction of this program during FY 1954 will be 160.

2. Developmental plans are being made to extend and amplify the procedures noted under A.4 as follows:

a. Testing and interviewing at centers in various parts of the country will be increased and dates scheduled for these functions to enable recruiters to plan their activities most effectively.

b. Re-indoctrination to the Agency will be worked out for those OCS personnel who have taken BIC and are returning to the Agency after an absence of 18 to 24 months.

c. Careful follow-up of the OCS personnel returning for the final phase of their Military duty to insure, insofar as possible, their reinstatement as civilian career employees.

d. Increased patronage of intensified language-and-area programs as well as the number individuals participating in these programs.

e. The development of methods for the evaluation of the success of the J.O.T. Programs.

f. Developing additional specific on-the-desk training programs in cooperation with other offices of the Agency thus increasing the scope of preparation for career service and for service on the Program to the Agency.

g. Extend liaison with Offices of the Agency to become more familiar with their personnel and their requirements for training and for Junior Officers.

h. Continued examination and re-evaluation of all procedures pertaining to the Junior Officer Training Program.